



Course Number and Section: CSME 1534.101CL

Name of Course: Instruction of Cosmetology I

Course Semester: Fall 2021

**Time and days of course: Mondays 8-12 & 1-5; Tuesdays 8-12; and lab
9/27/21 – 11/5/21**

Instructor Information: Ms. Jamie Hunsucker, jhunsucker1@com.edu, 409-933-8608

Student hours and location: Tuesdays 1-3, and Wednesdays 1-3 in office;
Fridays 9-12:30 virtually

Required Textbook/Materials: Milady's Master Educator, 3rd edition text and
Cengage Mind Tap online;
Texas Cosmetology Laws and Rules Book, TDLR
PSI Exams Candidate Bulletin

Course Description: This course covers the fundamentals of instructing cosmetology students, including methods of teaching skills in a lab situation. Outcomes include classroom/clinic management, designing teaching methodologies.

Course requirements: : As well as covering chapters from the textbook, this course will require practical skills practice of the TDLR required skills. A research assignment with an oral presentation is also required.

Determination of Course Grade/Detailed Grading Formula: professionalism, attendance, unit assignments, unit tests, oral presentation, lab assignment, final exam. All written exams must be passed with a 70 or better. Students may retake **one** per test per course.

Detailed Grading Formula:

Professionalism:	10%
Attendance:	10%
Assignments:	10%
Tests:	20%
Oral presentation:	20%
Final exam:	30%

Grading Scale:

- A- 90 to 100
- B- 80 to 89
- C- 70 to 79
- D- 60 to 69
- F- 59 & below

Late Work, Make-Up, and Extra-Credit Policy: Written assignments/on line work may be turned in/completed on the **First** day back from an absence; Written tests may be made up by making arrangements with the instructor on the first day back from an absence (this is the students responsibility) Practical skills & Oral Reports may not be made up.

Attendance Policy: Every class is important to your success in school. Make every effort to attend all classes. A sign in sheet will be provided in each class. Each student must sign themselves in and out daily. If a student misses more than half the class period, the grade will reflect an absence. Any time missed will affect the total number days required for completion. Attendance grades are calculated as follows: Each tardy is 5 points off the attendance grade. Each absence is 10 points off the attendance grade.

If a student misses more than 4 absences, they will be dismissed from the course, according to College of the Mainland policies. All courses must be completed and passed with a C or better to be able to advance to the next courses and to be able receive the certificate of completion. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

Tardiness Policy: Entering the class after the time class begins is counted as a tardy. Entering the class after the halfway mark of the class is counted as an absence.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are only permitted to withdraw six times during their college career by State law.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via Blackboard or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate classroom and clinic management	TW	Lab skills assignment
2. Differentiate teaching methodologies	CT	Test
3. Identify different learning styles	PR	Journal
4. Assess lesson plans	SR	Classroom assignment

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Dr. Carla Boone at 409-933-8616 or cboone@com.edu.

Course outline: Begins in page 5.

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for a grade appeal.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott’s May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

<p>Week 1 Monday Sept. 27</p> <p>8-12 Share Journal exercise Lab assignments Ch. 5 Theory</p> <p>1-5 Choose a lesson plan topic and write cover sheet, greeting and motivation.</p> <p>Homework- Review the PSI skills for Operator license, write procedure cards for each skill. Prepare supplies in properly packed bags for each skill.</p>	<p>Tuesday</p> <p>8-12</p> <p>Practice skills from Operator PSI packet</p> <ol style="list-style-type: none"> 1. Pre exam set up 2. Facial 3. Eyelash application 4. Waxing with soft wax 5. End of exam disinfection 	<p>Lab</p> <p>Lab assignment:</p> <p>DATE AND TIME</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with Cosmetology <input type="checkbox"/> not on phone</p> <hr/> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>
<p>Week 2 Monday Oct. 4</p> <p>8-12 Test CH. 5 Share Journal exercise Ch. 6 review and complete assignments</p> <p>1-5 Review lesson plan; write major topics and key points</p>	<p>Tuesday</p> <p>8-12</p> <p>Practice skills from Operator PSI packet</p> <ol style="list-style-type: none"> 1. Pre exam set up 2. Haircut 3. Permanent wave 4. Blow-dry / thermal curl 5. End of exam disinfection 	<p>Lab</p> <p>Lab assignment:</p> <p>DATE AND TIME</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with Cosmetology <input type="checkbox"/> not on phone</p> <p>INSTRUCTOR INITIAL Instructor initial</p> <p>Journal entry</p>

<p>Week 3 Monday Oct. 11 8-12 Test CH. 6 Share Journal exercise Ch. 7 review and complete assignments</p> <p>1-5 Review Lesson Plan and write summary and questions</p>	<p>Tuesday 8-12 re</p> <p>Practice skills from Operator PSI packet</p> <ol style="list-style-type: none"> 1. Pre exam set up 2. Chem. Service prep 3. Foil hi-lights 4. Virgin relaxer 5. Relaxer retouch 6. End of exam disinfection 	<p>Lab</p> <p>Lab assignment:</p> <p>DATE AND TIME</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with Cosmetology <input type="checkbox"/> not on phone</p> <hr/> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>
<p>Week 4 Monday Oct. 18 8-12 Test CH. 7 Share Journal entries Ch. 8 review and complete assignments</p> <p>1-5 Complete Lesson Plan, with hand out, prepare to present it next week</p>	<p>Tuesday 8-12</p> <p>Practice skills from Operator PSI packet</p> <ol style="list-style-type: none"> 1. Pre exam set up 2. Monomer and polymer over tip 3. Blood exposure incident 4. End of exam disinfection 	<p>Lab</p> <p>Lab assignment:</p> <p>DATE AND TIME</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with Cosmetology <input type="checkbox"/> not on phone</p> <hr/> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>

<p>Week 5 Monday Oct. 25</p> <p>8-12 Test CH. 8 Share journal entries Ch. 9 review and complete assignments</p> <p>1-5 Begin lesson plan presentations (oral presentation)</p>	<p>Tuesday</p> <p>8-12</p> <p>Complete lesson plan presentations</p>	<p>Lab</p> <p>Lab assignment:</p> <p>DATE AND TIME</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with Cosmetology <input type="checkbox"/> not on phone</p> <hr/> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>
<p>Week 6 Monday Nov. 1</p> <p>8-12 Test chapter 9 Share journal entries Complete study guide for final exam</p> <p>1-5 Study for Final exam next week (ch. 5 – 9)</p>	<p>Tuesday</p> <p>8-12</p> <p>Final Exam – must have scantron</p>	<p>Lab</p> <p>Lab assignment:</p> <p>DATE AND TIME</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with Cosmetology <input type="checkbox"/> not on phone</p> <hr/> <p>INSTRUCTOR INITIAL</p>

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